



# CITY OF HOUSTON

## Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	SENIOR CUSTOMER SERVICE CASHIER
3	Posting Number	PN #109519
4	Department	Municipal Courts Administration
5	Division	Public Services
6	Section	Cash Management
7	Reporting Location	1400 Lubbock
8	Workdays & Hours	All Shifts, days, and holidays* *Subject to change

9 **DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS**  
Balances daily money collections on cashiering system; reconciles all cash and checks to summary reports and makes bank deposits daily; prints, retrieves and distributes reports from the on-line cashiering systems; credits payments to accounts; issues daily working fund for cashiers; balances individual cashier cash at end of shifts; prepares and transmits cash bonds and transmittals. May act as Lead for other cashiers. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries

10 **WORKING CONDITIONS**  
General office conditions. Must be able to work any day or shift, weekends and/or holidays as needed, in any location assigned. Requires ability to sit or stand for long periods of time in front of a terminal and counter in confined work areas .

11 **MINIMUM EDUCATIONAL REQUIREMENTS**  
Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc., as might normally be acquired through attainment of a high school diploma or GED.

12 **MINIMUM EXPERIENCE REQUIREMENTS**  
Two years of money handling experience are required.

13 **MINIMUM LICENSE REQUIREMENTS**  
None

14 **PREFERENCES**  
Experience with computerized cashiering equipment and in Windows and Microsoft Office environment (Word, Excel, PowerPoint, Outlook, etc.). Heavy emphasis, identification and commitment to a positive customer service philosophy.

15 **SELECTION/SKILLS TESTS REQUIRED**  
None. However, the department may administer and the applicant must successfully complete a computer skill assessment

16 **SAFETY IMPACT POSITION**                      [ ] Yes    [ X ] No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**  
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:  

Salary Range - Pay Grade 13  
\$824 - \$1,484 Biweekly                      \$21,424 - \$38,584 Annually

18 **OPENING DATE**                                      March 22, 2006

19 **CLOSING DATE**                                      March 28, 2006

20 **APPLICATION PROCEDURES**  
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0243. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**  
  
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